

1 SEPTEMBER 1995



Logistics

LOGISTICS PLANS MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ USAF/LGXX
(SMSgt Louis D. Leonard)
Supersedes AFR 400-25, 5 September 1991

Certified by: HQ USAF/LGXX
(Col Robert M. Howe)
Pages: 37
Distribution: F

This instruction implements major organizational structures and functions, functional statements, and general responsibilities of Logistics Plans at HQ USAF, major commands (MAJCOM) and wings. It also describes typical organizational structures to be used within those activities and gives guidance for the use of personnel assigned to the Logistics Plans and Programs career field. It specifically applies to all Logistics Plans offices and in general to related logistics functions, including the Air National Guard (ANG) and US Air Force Reserves (AFRES).

MAJCOMs are authorized to supplement this regulation as needed. A copy of each supplement must be sent to HQ USAF/LGXX, 1030 Air Force Pentagon, Washington DC 20330-1030, and AFLMA/LGX, Gunter Annex, Maxwell AFB, AL 36114.

SUMMARY OF REVISIONS:

The employment role of the Logistics Planner has been added to this AFI as a guideline for deployed logistics planners. This is the first time the employment role has been included and the only document that outlines duties and responsibilities while operationally employed. A | denotes revision from the previous edition.

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Chapter 1

GENERAL INFORMATION

1.1. Logistics Plans Policy . This regulation describes logistics plans functions. It provides a basis for effective use of logistics plans personnel assigned at HQ USAF, MAJCOM, and wing/unit level in the 21GX, 2G0X1, and comparable civilian career fields. Organizational tasks will be accomplished with manpower earned through the application of the logistics plans standard. Variations to the standard based on unique mission requirements not currently addressed, may be identified to HQ USAF/LGX for staffing and implementation. The manpower standard applies to objective wing logistics plans functions organized as a flight within the Logistics Group or as a branch within the Wing Plans staff.

1.2. Logistics Plans Career Field Reference . AFI 36-2108 *Airman Classification*, provides general enlisted career field data. AFI 36-2105 *Officer Classification*, provides general officer career field data. AFI 36-601, Volume 4, governs the *Logistics Civilian Career Enhancement Program (LCCEP)* and applies to General Schedule and General Management civilian personnel in the logistics family grouping. For specific technical information, refer to the appropriate Air Force, Department of Defense (DoD), and Joint Chiefs of Staff (JCS) publications.

1.3. Logistics Plans Mission:

1.3.1. Logistics planning determines the logistics posture necessary to set up the most effective support of weapon and support systems programs on the basis of prescribed mission objectives as defined in AFDD 1, volume 1, Basic Aerospace Doctrine of the United States Air Force. The quality and quantity of logistics support, as addressed in AFDD 1 are directly tied to the availability of resources and are dependent on the way those resources are managed. As stated in AFM 1-10, *Combat Logistics* doctrine is a set of rules for determining the needs for the acquisition, distribution, and maintenance of the resources and services essential to a military capability.

1.3.2. Logistics Plans splits into two major functional responsibilities. Each function accommodates significantly different environments: the wholesale or acquisition and the retail or operational logistics functional environments.

1.3.2.1. The wholesale environment is found primarily in the Air Force Materiel Command (AFMC). It emphasizes weapons systems acquisition and total life cycle support of Air Force weapon systems and equipment. Its process includes the development, acquisition, integration, and follow-on support of the resources used in the logistics support for Air Force operations.

1.3.2.2. The retail (operational) environment encompasses the functional support accomplished at operational commands. It deals primarily with planning and supporting the peace time and war-time use of weapon systems and equipment for both strategic and tactical operations.

1.3.3. The logistics planning function is the core component of combat logistics support. Understanding the purpose and responsibilities of logistics plans at MAJCOM and wings, including the role of the Air Force (Air Staff and MAJCOM interface) in the overall planning process of DoD, is essential to an effective readiness capability. The logistics planner integrates Air Force functional planning in support of operational war plans directed by the Joint Strategic Capabilities Plan (JSCP) and USAF War and Mobilization Plan (WMP). Contingency planning involves: mobilization planning mobilizing reserve and ANG forces and their movement from home to ports of embarkation (POE); deploy-

ment planning - the strategic movement of force and support from the POE to the port of debarkation (POD); and employment planning - use of theater combat forces; and sustainment planning - involving the resupply support of combat forces.

1.4. Logistics Plans Training and Education:

1.4.1. Officer Training. New logistics plans officers (21GX AFSC) are acquired through the cross flow of fully qualified personnel from one of the other logistics specialties. Other input sources include personnel with masters degrees from the Air Force Institute of Technology (AFIT) Graduate School of Systems and Logistics. Career field entry requirements are outlined in this AFI.

1.4.1.1. Formal Logistics Plans and Programs Officer training course, G3OLR21L1, is conducted by Air Education and Training Command (AETC) at Lackland AFB, TX. The course curriculum includes:

- Introduction to logistics plans, including the interrelationships of the logistics plans career field to other major logistics disciplines.
- Programming functions of logistics including support agreements and War Reserve Materiel (WRM).
- Planning functions including Air Force and Joint Operational planning.
- Deployments, with emphasis on the responsibilities of the Installation Deployment Officer.
- Contingency Operation/Mobility Planning and Execution System (COMPES) to include Logistics Module Base Level (LOGMOD-B) and Manpower Personnel Module Base Level (MANPER-B).

1.4.1.2. AFIT courses designed to broaden and improve the understanding of logistics management are also available at appropriate phases of the officer's career. These courses include, but are not limited to: Introduction to Logistics (LOG 199), Combat Logistics (LOG 299), Strategic Logistics Management (LOG 399), and Executive Management (LOG 499).

1.4.2. Enlisted Training. The Logistics Plans enlisted field is a non-accession AFSC. That is, individuals are acquired through cross-training from other related specialties. Entry requirements are contained in this AFI.

1.4.2.1. Enlisted personnel who enter AFSC 2G0X1 must complete the Logistics Plans Specialist Course, G3ALR2G031-005, and are awarded AFSC 2G0X1. The course curriculum includes the following:

- Overview of logistics plans career field.
- Programming functions of logistics plans including support agreements and WRM.
- Planning functions including Air Force and Joint Operations Planning.
- All aspects of the US Air Force deployment system including a deployment exercise.
- COMPES to include LOGMOD-B and MANPER-B.

1.4.2.2. The Career Development Course (CDC) 2G051, Logistics Plans Technician, is available for the five-level skill upgrade.

1.4.2.3. AFIT courses designed to broaden and improve the understanding of logistics management are also available at the appropriate phases of the noncommissioned NCOs career, the courses offered include, but are not limited to: Introduction to Logistics (LOG 199) and Combat Logistics (LOG 299).

1.4.3. Civilian Training . Civilian logisticians should receive training and education commensurate with their responsibility and with their uniformed counterparts. At a minimum this should include the basic course AETC courses G3OLR21L1 or the Logistics Plans Specialist Course) and the AFIT courses identified in para 1.4.2.3. above.

Combat Planning Course (CPC), offered by Air University, Combat Plans Institute, Maxwell AFB, Alabama. This course is designed for operations and logistics planners who need to understand how the entire DoD deployment and warplanning system is designed to work. They pay particular attention to Air Force planning systems such as JOPES, WWMCCs, COMPES, etc.

For more information of these and other National Defense University (NDU), AFIT, AETC, or Air University (AU) courses for logistics plans personnel, see AFCAT 36-2223 *United States Air Force Formal Schools*. Also see the Education and Training Guide for Logistics Management Agency (AFLMA).

1.5. Joint Assignment/Responsibilities. Logistics plans officers may fill positions in the JCS, unified commands, or be assigned to joint positions in field operating agencies. Attendance at a joint service school with a joint track must be followed by a joint duty tour. Joint logistics divisions (J4) support deployment and sustainment of contingency plans and supply, civil engineering, transportation, and medical activities. Because logistics is a service responsibility, the primary thrust of joint logistic operations is to coordinate service programs and integrate them with the CINCs requirements. Details are covered in JCS Pub 4-0 Doctrine for Logistics Support of Joint Operations. The Armed Forces Staff College Pub 1, The Joint Staff Officers Guide, contains information on the Joint Organization and staff functions, the Defense Department systems and processes, and on deliberate and crisis action planning.

1.6. Enlisted Personnel Recruiting. To ensure requirements are met and adequate regeneration of the career field is provided, each unit level Logistics Plans and Programs or Mobility Combat Plans organization must engage in an active, coordinated recruiting program.

1.6.1. Logistics Plans and Programs Officer in Charge (OIC)/Noncommissioned Officer in Charge (NCOIC) must ensure that:

1.6.1.1. Potential retrainees meet AFI 36-2108 standards required for entering the Logistics Plans career field.

1.6.1.2. Recruiting efforts are aimed at top quality prospects. Since the number of retrainees required for the Logistics Plans utilization area is based on the needs of the Air Force and overall manning of the career field. This number changes from year to year and on occasions during the year.

1.6.1.3. Close coordination is maintained with the Manpower Personnel Flight (MPF), Customer Service and Classification and Training sections.

1.6.1.4. Base publications (i.e. bulletins, newsletters, recruiting letters, etc.) are provided periodic inputs soliciting highly qualified volunteers. Attachments 2-5 of this instruction provide examples (local forms will not be developed).

1.6.1.5. Prospective retrainees receive information concerning duties and activities required of logistics plans and programs personnel. Review AFI 36-2108 and this AFI for career field entry requirements with the individual.

1.6.1.6. Prospective retrainees are interviewed. Interviews should focus on the individual's background, experience, qualifications, potential to perform required duties, reasons for retraining into the career field and special emphasis placed on reading and writing ability. Designate the OIC and NCOIC of the Logistics Plans Office as the point of contact (POC) for conducting interviews. Attachments 5 and 6 provide guidelines on the conduct and contents of these interviews (local forms will not be developed).

1.6.1.7. Candidates for the Logistics Plans field must have an outstanding record. The interviewer must screen personnel records for such things as court-martial convictions, Article 15 actions, Unfavorable Information Files (UIFs), and weight or substance abuse problems. It is also a good practice to contact the potential retrainees' current supervisor or commander to determine if any disciplinary actions are pending.

1.6.2. Once a candidate has been recommended by the base Logistics Plans and Programs OIC/NCOIC (21GX/2G0X1), the formal retraining process begins:

1.6.2.1. The base Logistics Plans and Programs OIC/NCOIC sends a formal letter of recommendation for approval or disapproval to the MPF, Classification and Training Section.

1.6.2.2. The Classification and Training Section processes the necessary paperwork and sends the retraining application to the MAJCOM logistics plans functional manager for final approval.

1.6.2.3. Normally 4 to 5 weeks after submission, the status of the retraining application may be obtained from the MAJCOM or Air Force Military Manpower Personnel Center (AFMPC).

1.6.2.4. After the application is approved by the MAJCOM functional manager and DP, AFMPC/DPMRAD1 will assign a class start date and process an assignment.

1.6.3. It is very important to sustain recruiting efforts after sending a letter of recommendation to the Military Personnel Flight (MPF). Nourish the candidate's interest in logistics planning by helping the retrainee prepare for school.

1.6.3.1. The base Logistics Plans and Programs OIC/NCOIC should coordinate with the losing unit and try to get the retrainee assigned to the Logistics Plans and Programs and Mobility Combat Plans office on a part or full-time basis.

1.6.3.2. Introduce the retrainee to logistics terms and provide practical experience prior to attending school.

1.6.3.3. From a human relations point of view, it is helpful to continue contact with the retrainee during and even after completion of the school.

1.7. Recruiting Responsibilities:

1.7.1. HQ USAF/LGXX:

1.7.1.1. Establishes recruiting policy for the career field.

1.7.1.2. Provides periodic updates on training quotas.

1.7.2. HQ AFMPC/DPMRAD1:

- 1.7.2.1. Recommends approval or disapproval of waiver request.
- 1.7.2.2. Recommends approval or disapproval of retraining applications.
- 1.7.2.3. Obtains status of retraining applications.
- 1.7.2.4. Provides MAJCOM functional managers assignment information for use in interviews with prospective retrainees.
- 1.7.2.5. Interfaces with MAJCOM Resource and Functional Managers.
- 1.7.2.6. Processes assignments for retrainees.

1.7.3. MAJCOM (Functional Manager):

- 1.7.3.1. Implements recruiting policy.
- 1.7.3.2. Requests waivers when required.
- 1.7.3.3. Reviews all retraining applications to ensure applicant meets the prerequisites for entering the career field.
- 1.7.3.4. Recommends approval or disapproval of retraining applications.
- 1.7.3.5. Serves as a central point of contact for recruiting information.
- 1.7.3.6. Coordinates with AFMPC/DPMRAD1 and MAJCOM Resource Manager.
- 1.7.3.7. Maintains recruiting statistics.
- 1.7.3.8. Coordinates on all requests for training.

1.7.4. Gaining Organization:

- 1.7.4.1. Establishes a recruiting program.
- 1.7.4.2. Contacts potential retrainees.
- 1.7.4.3. Conducts interviews of prospective retrainees according to established standards.
- 1.7.4.4. Assists approved retrainees in preparing for school.
- 1.7.4.5. Maintains recruiting statistics.
- 1.7.4.6. Establishes an aggressive retraining program that allows for the trainee to become a well rounded logistics planner:
 - WRM Management
 - Base Support Planning
 - Contingency Operations Planning
 - Support Agreements
 - Deployment Management
- 1.7.4.7. Report all training shortfalls/deficiencies and recommendations for correction to the MAJCOM functional manager or to the Air Staff functional manager.

Chapter 2

HEADQUARTERS UNITED STATES AIR FORCE (HQ USAF)

2.1. HQ USAF Organization Structure. The HQ USAF Deputy Chief of Staff Logistics (HQ USAF/LG) structure for logistics plans management is illustrated below.

2.2. General Functions. HQ USAF/ LGX develops and direct logistics plans, policies, programs and procedures to support the Air Force logistics planners.

2.3. Directorate of Logistics Plans, Programs, & Integration (LGX)

2.3.1. Develops USAF policy and procedures pertaining to all facets of weapon systems support including aircraft maintenance (base and depot), munitions maintenance tactical and strategic), supply (base and depot), communication-electronic (C-E) equipment maintenance, space logistics, acquisition logistics policy, fuels and energy management. The Directorate is also responsible for developing logistics concepts and doctrine including strategic planning, deliberate, operational and contingency war planning and assessment.

2.3.2. Develops and publishes policy for USAF Strategic Logistics planning, AFI 10-201, 10-403, 10-404, 90-5 (Quality Air Force), 10-101, and DoDI 4000.19 Defense Interservice, Interdepartmental, and Interagency Support.

2.3.3. Provides technical direction to the Logistics Plans and Concepts Division, Air Force Combat Operations Staff (AFCOS/LGXX).

2.4. Logistics Plans Division (LGXX) Responsibilities. Develops Air Force Combat Support Doctrine and Air Force logistics policy guidance. Responsible for all phases of logistics planning including the integration of Air Force, JCS and DoD planning documents. Coordinates with HQ USAF/XOO on AFI 10-404 Base Support Planning and all other plans, unit type codes (UTC) management related regulations.

2.4.1. Logistics Plans Policy Joint Matters:

2.4.1.1. Develops and coordinates logistics policy and guidance for integration into Air Force, JCS, and DoD planning documents (for example, USAF War and Mobilization Plan, Joint Strategic Planning Document, etc.)

2.4.1.2. Develops, coordinates, and publishes Air Force logistics policy guidance for such areas as:

- Support Agreements
- Defense Regional Interservice Support (DRIS) Program
- WRM Management
- Deployment Management
- USAF Base Support Planning
- Operations Planning
- Functional Management of the 21GX and 2G0X1 career field.

2.4.1.3. Develops, coordinates and reviews international logistics matters pertaining to the NATO, the Middle East, Southwest Asia, and the Western Hemisphere. For Example:

- Defense Planning Questionnaire
- Host-Nation Support (HNS)
- NATO Mutual Support Act
- Mutual Logistics Support MOU and MOA
- War Reserve Stocks for Allies

2.4.1.4. Serves as HQ USAF/LG contact point for JCS.

2.4.1.5. Serves as HQ USAF/LG planner at meetings of the Logistics Directorate, Joint Staff (J-4), assigns action and gives guidance for developing Air Staff logistics positions on JCS matters.

2.4.1.6. Acts as logistics plans functional manager for officers and enlisted personnel; chairs the functional management working group meetings to discuss changes and improvements in the 21GX, 2G0X1 career field and publishes career guidance in this AFI and the Career Field Education and Training Plan.

2.4.1.7. Acts as the central focal point for the logistics plans award and additional awards that include the total scope of logistics related functions.

2.4.2. Logistics Strategic Planning and Concepts:

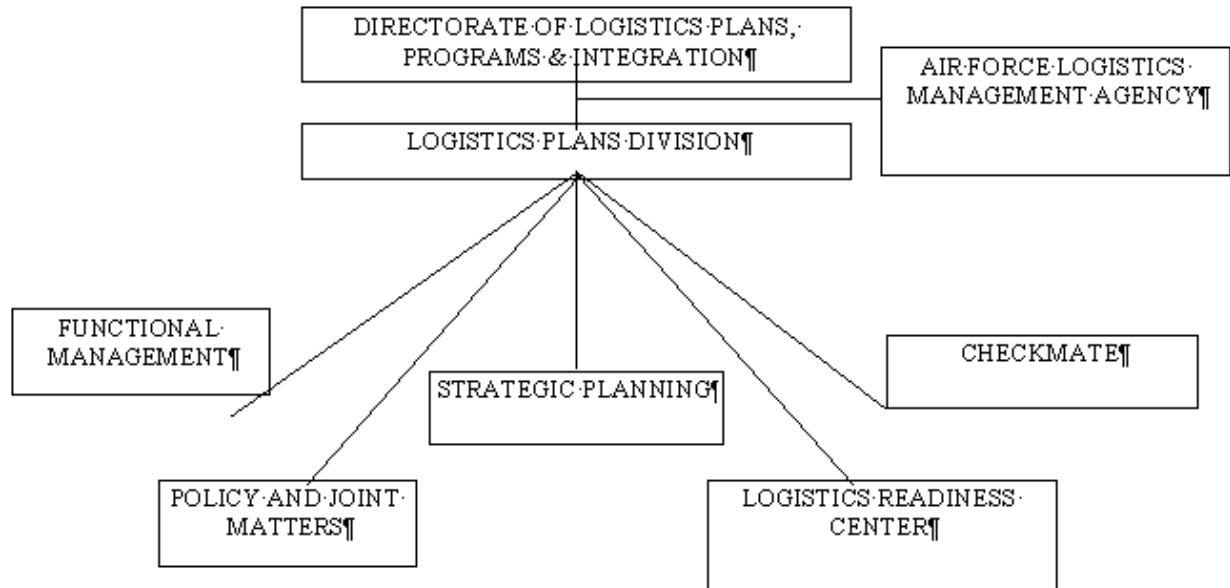
2.4.2.1. The Logistics Plans Strategic Team directs the logistics strategic planning process for the Deputy Chief of Staff (DCS). It develops logistics concepts and doctrines and provides policy and direction for the Logistics Command and Control (Log C2) structure.

2.4.2.2. Assists the US Air Force Logistics Board of Advisors Executive Coordinating Committee according to AFI 20-7.

2.4.3. Logistics Readiness Center (LRC). The LRC is an element of the Air Force Combat Operations Staff which supports the Chief of Staff during crises, contingencies and exercises. It provides expertise in maintenance, supply, munitions, fuels, transportation, logistics plans and logistics data automation. During peace time operations, the LRC is an extension of the DCS Logistics.

2.4.4. Logistics Force Assessment Team . Formerly known as "Checkmate," this organization performs unconstrained analysis of current and future warfighting capability by identifying logistics strengths and weaknesses of the United States, its allies, and potential adversaries.

Figure 2.1. Air Staff LGX Organization.



Chapter 3

MAJCOM HEADQUARTERS OPERATIONAL RESPONSIBILITIES

3.1. MAJCOM Organizational Structure (Operational) . MAJCOM Directorate of Logistics Plans. Diverse and unique missions, functions, spans of control, and changing requirements dictate the structure of the various MAJCOM Logistics Plans directorates. Only those functions needed to support MAJCOM mission responsibilities are authorized.

3.2. General Functions:

3.2.1. The MAJCOM Directorate of Logistics Plans is responsible for policies, procedures, and concepts relating to logistics support of assigned and programmed forces including active units in conjunction with Air Reserve Forces. The MAJCOM Directorate:

3.2.1.1. Monitors, develops, and assists the other logistics functions in preparing logistics annexes to OPLANs, OPORDs, Contingency Plans (CONPLANs), and Exercise Plans (EXPLANs) to meet appropriate plan tasking and to evaluate the logistics feasibility and supportability posture of the MAJCOM.

3.2.1.2. Functions as the focal point for logistics portions of HQ USAF and MAJCOM programming plans and documents.

3.2.1.3. Directs logistics capability studies and takes part in surveys of air base and facilities to determine logistics support capabilities for base support, contingency, and exercise plans.

3.2.1.4. Develops logistics strategic plans and programs and concepts of operations, for the MAJCOM's theater supported CINCs per guidance from the USAF Logistics Strategic Plan.

3.2.1.5. Develops logistics inputs for the MAJCOM POM submission.

3.2.1.6. Develops logistics inputs for Operational Requirements Documents.

3.2.1.7. Reviews staff prepared peacetime and wartime planning factors, standard personnel packages, and materiel deployment configurations for weapon systems and logistics data related to the CONUS and specific overseas locations.

3.2.1.8. Screens active and reserve unit deployment plans, as required, to make sure they are consistent with currently tasked OPLANs/OPORDS.

3.2.1.9. Manages the following command programs applicable under Air Force and MAJCOM directives:

- WRM
- Deployment Management
- Support Agreements
- BSPs. Writes MAJCOM clarification guidance only to AFI 10-404. Review BSPs for thoroughness and consistency with current OPLAN or OPORD taskings. Ensure unit BSP OPRs (including AFRES and ANG) receive source tasking documents and extracts necessary for developing a BSP, i.e., all forces TPFDD, WCDO, War Plans Additive Requirements Roster, WAA, Force Size, Base Level Assessment data, Base Use Category Codes, etc.

3.2.1.10. Functions as the focal point for automation for Logistics Plans.

3.2.1.11. Provides logistics plans data to the Integrated Logistics Support (ILS) program and provides logistics support for new weapons systems.

3.2.1.12. Manages assigned elements of international logistics programs.

3.2.1.13. Serves as the functional monitor for the LCCEP and provides program interface with the civilian personnel office.

3.2.1.14. Serves as the functional manager for logistics plans personnel actions, including manpower validations, personnel recruiting, Permanent Change of Station (PCS) assignments, Temporary Duty (TDY) staffing assistance and retraining approval. Provides MAJCOM/DCS Personnel, and the AFMPC career managers, with functional area recommendations relating to priorities and specific placement of officers (AFSC 21GX, 004X, and 009X) and enlisted personnel AFSC 2G0X1 within the MAJCOM.

3.2.2. All logistics plans personnel engaged in activities associated with operations planning must be familiar with the DPG, NMS, JCS Publication 0-2, *Unified Action Armed Forces (UNAAF)*, JCS Pub 4-01, *Joint Logistics Policy* and Guidance and applicable portions of USAF WMP Vol. 1, 3, 4, and 5.

3.3. MAJCOM Logistics Plans Functional Responsibilities:

3.3.1. General Information:

3.3.1.1. Prepares briefings and correspondence and staff Logistics Plans and Programs issues across the staff.

3.3.1.2. Participates in site surveys, staff assistance visits, inspections, and orientation visits.

3.3.1.3. Makes sure the information prepared by the specific functional managers agrees with current directives, policies, and procedures. This does not mean, however, that logistics plans has responsibility for the actual preparation of all logistical inputs.

3.3.1.4. Staff all publications effecting Air Reserve Forces (ARF) with the appropriate ARF Headquarters.

3.3.2. Plans:

3.3.2.1. Reviews the Logistics Annex to the USAF War and Mobilization Plan (WMP), volume 1.

3.3.2.2. Makes sure, together with the functional logistics staff, that logistics planning is done early in the concept development stage and concurrently with operations planning. MAJCOMs provide logistics factors, resupply or non-unit TPFDDs, validate support UTCs and equipment lists (Logistics Detail (LOGDET)) against a recent site survey, and identify shortfalls during the plan development stage and well in advance of final TPFDL validation with CINC staffs and United States Transportation Command.

3.3.2.3. Works with functional managers to identify and resolve logistics support needs and shortfalls for operations planning. Including concepts of operations for their theater and other supported theaters, per guidance from the USAF WMP.

3.3.2.4. Monitors and assists other logistics functions in the preparation of logistical annexes and appendices to operation and concept plans as prescribed in AFMAN 10-401, *Plans Development*.

3.3.2.5. Serves as the focal point for coordinating, expediting, and directing logistics actions during periods of increased tension, emergency, or wartime operations.

3.3.3. Deployment Management:

3.3.3.1. Helps develop and maintain a system for deploying MAJCOM headquarters personnel, active units, and MAJCOM gained ARF units with NGB and/or HQ AFRES respectively.

3.3.3.2. Publishes appropriate directives including those which prescribe deployment planning needs and operating procedures for intra and intertheater deployments of operational and support units.

3.3.3.3. Reviews and evaluates deployment plans, as required, prepared by subordinate units.

3.3.3.4. Reviews and evaluates deployment directives issued by intermediate headquarters.

3.3.3.5. Extracts and compiles logistics data from deployment plans or automated support systems for input to the HQ USAF Manpower and Equipment Force Packaging System (MEFPAK) and the Joint Operation Planning and Execution System (JOPES).

- Functions as the POC for submitting Logistics Force Packaging System (LOGFOR) data
- Collects, reviews, and submits LOGFOR data
- Functions as the MAJCOM-level manager for the COMPES Logistics Modules (LOGMOD-B and M), maintains the flow of LOGDET data, and builds logistics packages to meet plan needs
- Maintains the equipment portion of UTC data base and ensures functional managers validation
- Functions as the logistics OPR on all COMPES matters
- Provides guidance to base-level units in the management of COMPES LOGMOD-B, including the interface of the COMPES manpower and personnel (MANPER) subsystem

3.3.3.6. Develops Logistics Strategic Plans and Programs according to AFI 90-5 *Quality Air Force*.

3.3.4. War Reserve Materiel (WRM):

3.3.4.1. Manages the MAJCOM WRM program, including the NATO prepositioning procurement package (as applicable) and coordinates WRM needs in support of MAJCOM OPLANs and deployment plans with other functional logistics staff areas and operational planning activities.

3.3.4.2. Helps the functional staffs determine MAJCOM logistics prepositioning needs, WRM concepts, policies, and procedures.

3.3.4.3. Functions as the MAJCOM-level manager for the COMPES-logistics module of the Logistics Feasibility Analysis Capability (LOGFAC) System.

3.3.4.4. Produces the MAJCOM WCDO.

3.3.5. Programs:

3.3.5.1. Works with other logistics functional managers to ensure that proper logistics resources are identified and programmed in the POM.

3.3.5.2. Is the logistics OPR for weapons system acquisition.

3.3.5.3. Functions as the focal point for the development of logistics support needs for force bed-down, base closures, and unit activation and deactivation. Ensures sufficient resources are programmed in the logistics input to the MAJCOM POM to accomplish same.

3.3.5.4. Is the focal point for MAJCOM logistics security assistance activities.

3.3.5.5. Manages the MAJCOM's support agreements program, logistical portions of MAJCOMs international agreements program, and the MAJCOM DRIS program.

3.3.5.6. Serves as the functional manager for logistics plans manpower validations, personnel recruiting, PCS assignments, TDY staffing assistance and retraining approval. Provides MAJCOM/DCS Personnel, and the AFMPC assignment officers with functional area recommendations relating to priorities and specific placement of officers (AFSC 21GX) and enlisted personnel AFSC 2G0X1) within the MAJCOM.

3.4. Wartime and Contingency Responsibilities of MAJCOMs and Air Component Commands:

3.4.1. Establishes a Logistics Readiness Center (LRC) or similar function, if appropriate, to carry out combat support activities. Establishes essential communications links.

3.4.2. Validates all command level taskings through the logistics functional staff.

3.4.3. Interprets implemented plans and assists in preparation of new Operations Plans (OPLAN) or Concept Plans (CONPLAN).

3.4.4. Monitors wing deployment actions and activities.

3.4.5. Compiles logistics inputs for the Commander's Situation Report (SITREP). Maintains status of critical resources.

3.4.6. Assists in development and delivery of the Logistics Situation Briefing to the Commander's Battle Staff/Crisis Action Team.

3.4.7. Monitors TPFDD execution and beddown of personnel and assets as they arrive at their employment site.

3.4.8. Ensures WRM release activities are accomplished according to AFI 25-101, *War Reserve Materiel*.

3.4.9. Redistributes logistics assets within the command, as required.

3.4.10. Assists in the preparation, review, and coordination of logistics reports. The majority of logistics reports, such as Emergency Action Reporting for Logistics Action Reprogramming (EARFLAP) or Inventory Management Plan (IMP), will be prepared by other functional team members. The Logistics Plans Controller should review and coordinate their parts for the Logistics Readiness Center (LRC) or similar function. This includes all applicable host country and theater unique reporting requirements (such as those required in NATO by the Logistics Reporting Directive 80-50 series).

3.4.11. Expedites the resolution of logistics problems. Identify and upchannel valid logistical shortfalls and limiting factors (LIMFAC) as they occur and follow up on efforts to resolve problems. Shortfalls and LIMFACs should be reported and included as an action item on the SITREP.

3.4.12. Validates support agreements and host nation support when appropriate.

- 3.4.13. Establishes a redeployment cell to manage the orderly redeployment of forces, when required.
- 3.4.14. Provides appropriate input to after-action reports.

Chapter 4

LOGISTICS WING, AND UNIT OPERATIONAL RESPONSIBILITIES

4.1. Organizational Structure. Throughout this chapter, use of the organization entity "wing" includes squadrons and other units with logistics plans functions. Only functions required by the particular unit mission are authorized.

4.2. General Functions. The Logistics Plans office is the OPR for the following: Plans Management, Agreements Management, WRM Management, Deployment Management, and beddown support and sustainment

4.3. Logistics Plans Functional Responsibilities.

4.3.1. Plans Management:

4.3.1.1. Reviews OPLANs, Programming Plans (P-Plans), general support, base support, exercise plans, etc., for logistics requirements capability and feasibility.

4.3.1.2. Initiates, monitors, coordinates and consolidates logistical inputs to support OPLANs, P-Plans, general support, base support and exercise plans.

4.3.1.3. Develops logistical portions of feasibility and capability documents studies. This may include determining support requirements, evaluating unit inputs, determining support capability, identifying shortfalls, identifying limiting factors (LIMFACs), compiling studies, recommending solutions for limitations and reporting findings.

4.3.1.4. Assists in compiling airfield site survey data and logistics support assessments from functional area managers.

4.3.1.5. Coordinates with other base functions as necessary to facilitate plan execution.

4.3.2. Agreements Management:

4.3.2.1. Administers the support agreements programs and the logistics portions of the international agreements.

4.3.2.2. Serves as the central reviewing, coordinating, administering and filing entity for agreements as required in DoDI 4000.19. These functions also apply to MOAs or MOUs when logistical support matters are effected but do not normally apply to international agreements. ANG responsibility for MOAs and MOUs is limited to serving as the central file.

4.3.3. WRM Management:

4.3.3.1. Functions as the OPR for the WRM program

4.3.3.2. Provides liaison and staff assistance to base staff activities on WRM.

4.3.3.3. Acts as the OPR for the wing or group WRM budget and ensures all WRM needs are considered.

4.3.3.4. Assists and provides liaison to the base comptroller on mobility equipment expenditures and WRM budget and finance matters.

4.3.4. Deployment Functions:

- 4.3.4.1. Actively supports HQ USAF Deployment and Management program.
- 4.3.4.2. Manages the deployment training program to ensure deployable unit readiness.
- 4.3.4.3. Manages and reports logistics portions of deployment limiting factors.
- 4.3.4.4. OPR for COMPES LOGMOD-B.
- 4.3.4.5. Reviews exercise, operation, contingency, beddown, and other plans for deployment/employment taskings.
- 4.3.4.6. Administration Functions: The Administration management center processes all correspondence and reports for the logistics plans function. Administrative personnel keep correspondence files, prepare and submit logistics reports, and control logistics plans administrative procedures as directed.

4.4. Wartime/Contingency Responsibilities :

4.4.1. Plans:

- 4.4.1.1. Provides implementation guidance for logistics policies and procedures in MAJCOM OPLANs and OPORDs to sustain theater combat operation.
- 4.4.1.2. Integrates functional logistics activities into a unified and responsive logistics operation.
- 4.4.1.3. Acts as principal logistics (other than maintenance) integrator for the commander and staff to assess and control the adequacy of logistics functions in meeting current and projected requirements.
- 4.4.1.4. Formulates and implements logistics portions of wing level mobilization and war plans in support of war and contingency operations.
- 4.4.1.5. Coordinates logistics matters, shortfalls, limiting factors and resource availability with higher Headquarters.

4.4.2. Programs:

- 4.4.2.1. Evaluates proposals for intraservice and interservice use of base resources and support, maintains direct interface with commanders and staff, and assists functional managers in determining the appropriate functional manager for assessing costs, benefits, terms, and tradeoffs before accomplishing or renewing support agreements.
- 4.4.2.2. Administers existing agreements, with emphasis on mobilization.
- 4.4.2.3. Coordinates Host Nation Equipment Support through the Civil Military Cooperation Program (for units within the European Theater).

4.4.3. Base Support Planning:

- 4.4.3.1. Focal point for all contingency tasking with logistics support requirements.
- 4.4.3.2. Interprets logistics requirements and impact of all Emergency Action Messages (EAM) or taskings.
- 4.4.3.3. Assists Transportation in resolving movement problems from home station to en route bases, POEs, and/or PODs.

- 4.4.3.4. Integrates redeployment planning actions with functional area representatives.
- 4.4.3.5. Coordinates and supervises all host and tenant unit mobility deployments according to the BSP or Base Deployment Plan.
- 4.4.3.6. Assists BSP OPR and Committee members in maintaining current status of all reception, transient forces, deployment, employment support and potential movement or redeployment actions according to the BSP.
- 4.4.3.7. Uses or monitors data systems available at the MOB at the deployment site, either real time information or paper copies of data bases in Worldwide Military Command and Control System (WWMCCs)--Joint Operations Planning and Execution System (JOPES), Joint Deployment System (JDS), File Transfer System (FTS) or on-line teleconferences' USAF products--Contingency Operations Planning and Execution System (COMPES), Logistics Module Base Level (LOGMOD-B), Logistics Feasibility Capability (LOGFAC), Logistics Forces Module (LOGFOR), Logistics Planning Module (LOGPLAN), etc., for wartime resource and transportation visibility and control Logistics Module MAJCOM Level (LOGMOD-M).
- 4.4.3.8. Coordinates with supply personnel to allocate prepositioned wartime materiel.
- 4.4.3.9. Coordinates actions to open COBs and receive forces.
- 4.4.3.10. Coordinates actions that link draw down and closure of war or contingency employment locations with redeployment of those forces.

4.5. AFSC 21G3 and 2G0X1 Functional Manager. The Host Base Logistics Plans and Programs Office is the functional manager for all 21GX and 2G0X1 base personnel, (Not applicable for AFRES units).

- 4.5.1. Monitors the logistics plans staff level to ensure authorized and assigned strength is sufficient to meet requirements.
- 4.5.2. Manages, through coordination with the MPF, or central civilian personnel offices, equitable distribution of available logistics planners among all users. The Logistics Group Commander (or equivalent) is the final authority for on-base allocations of available logistics plans personnel.
- 4.5.3. Informs the MAJCOM functional manager of unprojected losses (humanitarian reassignment, retirement, etc.) to maximize manpower lead time.
- 4.5.4. Recommends rotation of logistics planners at base level to provide maximum exposure to logistics duties. (This includes, where possible, rotation of 2G0X1 personnel from maintenance logistics to the base level logistics plans shop.)
- 4.5.5. Pursues an active recruitment program. See **Attachment 2** through **Attachment 7** of this AFI.

4.6. Wartime and Contingency Responsibilities. A primary responsibility of the logistics planner is combat integration. Combat integration is the process of systematically applying all available resources in the most efficient manner to provide for the full range of support needed to effectively apply combat power. This entails assessing immediate needs and matching support resources to sustain combat operations. Specific responsibilities include:

- 4.6.1. Logistics Command and Control (LOG C2).** LOG C2 is the orderly and efficient direction and application of logistics resources. It includes the following elements:

4.6.1.1. Establishes communication with higher headquarters, host base, home station, and between the deployed location and all other functional areas at the employment location to ensure the rapid flow of information. This is critical to establish initial control of deployed resources and determine on-scene capability to respond to rapidly changing situations. Command and Control of the support infrastructure is paramount to successful combat support.

4.6.1.2. Assists in the preparation, review, and coordination of logistics reports, including the SITREP and Status of Resources and Training (SORTS). The majority of logistics reports, such as EARFLAP or IMP, will be prepared by functional offices of primary responsibilities (OPR). The logistics planner should review and coordinate on all reports to be fully informed of all logistics shortfalls and requirements.

4.6.2. Planning/Execution. Planning/Execution is the activity of identifying and implementing the specific actions and identifying and applying resources required to support combat operations. It includes the following:

4.6.2.1. Plans and oversees reception activities. Act as the Advanced Echelon (ADVON) focal point for all combat support functions. Establish and supervise a reception infrastructure to receive and beddown forces. Initiate site preparation, assess support capabilities, and allocate available resources.

4.6.2.2. Conducts base support planning. Develop and update the base support planning actions, as defined by AFI 10-404. Integrate all contingency planning for continuing home base or deployment location missions.

4.6.2.3. Plans, integrates, and executes movement actions for all base (host and tenant) organizations. Develops movement plans for forward, dispersal, evacuation and redeployment plans. Establishes an organizational infrastructure to support redeployment actions using AFI 10-403 Deployment Management and AFI 10-404 Base Support Planning guidelines.

4.6.2.4. Develops and implements a deployment location drawdown plan. Ensures drawdown priorities are fully integrated with redeployment. Ensures all drawdown actions are accomplished prior to departure when residual forces remaining.

4.6.3. Sustainment. Sustainment is the application of the resources needed to maintain contingency or combat capabilities from the deployment phase of operations until the return of forces to home station. This encompasses all levels of resource allocation to include manpower, procurement, resupply, and so forth. Establish an activity to integrate combat support requirements to sustain combat operations. This activity will:

4.6.3.1. Integrate combat support activities into a unified and responsive operation. As a principal coordinator for the commander and staff, maintain visibility of available resources, and assess the adequacy of combat support activities to meet operational requirements.

4.6.3.2. Monitor and coordinates with higher headquarters elements to resolve equipment and personnel shortfalls and LIMFACs.

4.6.3.3. Resolve problems and expedites resource movement.

4.6.3.4. Maintain standard system data to track and coordinate status, availability, and movement of resources. If standard systems are either unavailable or inoperative, or if additional capabilities are warranted, develop local systems to provides this capability.

4.6.3.5. Review reports related to sustain combat support, required by applicable regulations, manuals, and directives for the theater of operations.

4.6.3.6. Administer support agreements (including reserve component mobilization agreements), intra/interservice, and international agreements. Formulates new agreements as required to sustain operations.

4.6.3.7. Coordinate and expedites host nation support, to include but not limited to, equipment, facilities, personnel, and services, through the appropriate channels to support operations.

Chapter 5

WHOLESALE/ACQUISITION LOGISTICS

5.1. General Functions. The purpose of wholesale logistics is to sustain existing weapons systems and acquisition logistics is for the development of new weapons systems and modification of existing systems. It is a method of system management and will be included in the system design development and engineering effort beginning in the planning phases. Basic functions for the support of weapon systems are in the AFI 21-series publications. Basic functions of all organizations involved in the Acquisition of Weapon Systems in the Air Force are in AFI 33-series publications. The responsibilities discussed in this chapter are intended to be general and not all-inclusive.

5.2. Functional Responsibilities:

5.2.1. Using Command:

5.2.1.1. Acquisition Program Support:

- Develops logistics input for statement of operational requirements design (SORD) and statements of operational need (SON).
- Assists in developing system reliability and maintainability (R&M) parameters based on operations concepts, recommending changes as required.
- Coordinates with implementing and supporting commands on logistics support.
- Assists the Logistics or Integrated Logistics Support (ILS) manager on Command acquisitions and modifications.
- Conducts logistics feasibility studies, coordinates maintenance and supply support concepts, performs logistics support analysis (LSA) tasks as directed by agreement with the implementing command, makes inputs to the LSA process as requested by the implementing command, and assists the implementing and supporting command in performing life cycle costing activities.
- Supports testing command's logistics effective-ness and suitability assessments.
- Serves as focal point for long range planning, logistics support infrastructure development, logistics capability assessments, and logistics systems development efforts.
- Participates in program, design, and logistics reviews.

5.2.1.2. Life Cycle Logistics Support/System Management:

- Serves as the system manager for Command-acquired systems.
- Coordinate with AFMC division on systems they support.
- Evaluate logistics support problems with fielded systems and make sure proper actions are taken to resolve such problems.
- Analyze planning documents such as Weapon System Master Plans to ensure fielded systems are adequately supported.

5.2.1.3. War and Mobility Planning: See items listed in this regulation, paragraph 6-2b and c.

5.2.1.4. General Functions:

- Act as functional manager for the LCCEP and provide program interface with the civilian personnel office.
- Manage logistics plans staffing to ensure adequate authorized and assigned strengths.
- Coordinate with manpower managers on all authorization change requests involving logistics plans specialty codes.
- Coordinate with personnel resource managers to determine current and projected staffing status.
- Initiate actions with personnel resource manager and coordinate with AFMPC PALACE LOG resource manager to fill vacancies and realign personnel against requirements.
- Review the command staffing plan to set up unit staffing priorities and restrictions based on mission requirements.
- Manage command logistics programs under applicable Air Force and MAJCOM directives.
- Manage the allocations and assignment of AFRES and ANG logistics personnel supporting Command programs, including Individual Mobilization Augmentees.

5.2.2. Implementing Command:

5.2.2.1. Acquisition Program Support:

- The program manager is the single Air Force individual designated by the implementing command who has authority and responsibility for managing the acquisition program. As recommended by the acquisition program manager, manages the Integrated Weapons System Maintenance (IWSM) program for the assigned acquisition program with the support of participating commands.
- Complies with 700- and 800- series publications or obtains waivers for partial or total non-compliance.
- Makes management decisions within the approved program (except acceptance test and evaluation decisions) after equally weighing cost, schedule, performance, supportability, predictability, training requirements, and reliability and maintainability.
- Makes timely planning and programming inputs to participating commands in order to identify the funding requirements for the acquisition program.
- Includes spare and repair parts acquisition strategy, including post production support planning, in the Acquisition Strategy Master Plan.
- Ensures that the command fields a system or equipment that is logistically supported and supportable at the time of delivery.
- Complies with the operational, performance, and support parameters and standards specified in an approved SORD or Baseline.
- Plans, programs, and budgets for those test investments that are driven by program requirements.
- Assists AETC in identifying facility requirements and design criteria for all training locations to support training devices and classrooms.
- Develops command acquisition policy.

- Works with using command to develop system specifications, making sure supportability is a design factor.
- Closely monitors contract to ensure logistics considerations are not overlooked in deference to performance, schedule, and cost.
- Develops statement of work (SOW).
- Performs the lead role in Source Selection activities.

5.2.3. Supporting Command:

5.2.3.1. Acquisition Program Support:

- Assists program director or manager in planning and conducting ILS program.
- With implementing and using command, develops, analyzes, and reviews support requirements, supportability considerations, affordability, and logistics support alternatives and requirements.
- Participates in development of support requirements in SON and SORD to affect system design for supportability.
- Provides support for development and acquisition activities through AFMC, beginning early in the conceptual phase.
- Designates and assigns the Deputy Program Manager for Logistics.

5.2.3.2. System Management:

- Designates and assigns the SPD who has management responsibility for a major system/program after PMRT. The SPM will direct actions necessary to maintain the technical integrity of and to support assigned systems. What do you mean by your comments.
- Acts as focal point for depot repair, field modifications, and overhaul of weapon systems following deployment.

GEORGE T. BABBITT, Lt General, USAF
DCS/Plans and Logistics

Attachment 1

GLOSSARY OF ABBREVIATIONS AND ACRONYMS

Abbreviations and Acronyms

ADVON—Advance Echelon

AETC—Air Education and Training Command

AFCAT 36-2223—United States Air Force Formal Schools

AFI 10-403—Deployment Management

AFI 10-404—Base Support Planning

AFI 25-101—War Reserve Materiel

AFI 25-201—Support Agreements Management

AFI 36-2108—Airmen Classification

AFI 36-601—Logistics Civilian Career Enhancement Program

AFI 90-5—Quality Air Force

AFIT—Air Force Institute of Technology

AFLMA—Air Force Logistics Management Agency

AFMAN 10-401—Plans Development

AFMC—Air Force Materiel Command

AFMPC—Air Force Manpower Personnel Center

AFRES—Air Force Reserves

AFSC—Air Force Specialty Code

ANG—Air National Guard

AQE—Air Force Qualification Examination

ARF—Air Reserve Forces

ASVAB—Armed Services Vocational Aptitude Battery

AU—Air University

BSP—Base Support Plan

C-E—Communications-electronic

CDC—Career Development Course

CPC—Combat Planners Course

COMPES—Contingency Operations Planning and Execution System

CONPLANs—Contingency Plans

DAS—Date Arrived Station

DCS—Deputy Chief of Staff
DoD—Department of Defense
DoDI 4000.19—Interservice, Interdepartmental, and Interagency Support
DOR—Date of Rank
DRIS—Defense Retail Interservice
EAM—Emergency Action Message
EPR—Enlisted Personnel Report
EXPLANS—Exercise Plans
FLAS—Fuels Logistics Area Summary
FTS—File Transfer System
HNS—Host Nation Support
HQ USAF—Headquarters United States Air Force
ILS—Integrated Logistics Support
IMP—Inventory Management Plan
IWSM—Integrated Weapons System Maintenance
JCS—Joint Chiefs of Staff
JCS Publication 0-2—Unified Action Armed Forces (UNAAF)
JCS Pub 4-0—Doctrine for Logistics Support of Joint Operations
JCS Pub 4-01—Joint Logistics Policy and Guidance
JDS—Joint Deployment System
JOPEs—Joint Operations Planning and Execution System
JSCP—Joint Strategic Capabilities Plan
LCCEP—Logistics Civilian Career Enhancement Program
LGX—Logistics Plans, Programs, and Integration
LGXX—Logistics Plans
LIMFAC—Limiting Factors
Log-C2—Logistics Command and Control
LOG 199—Introduction to Logistics Course
LOG 299—Combat Logistics Course
LOG 399—Strategic Logistics Course
LOGDET—Logistics Detail
LOGFAC—Logistics Feasability Analysis Capability

LOGMOD-B—Logistics Module Base Level
LOGMOD-M—Logistics Module MAJCOM Level
LRC—Logistics Readiness Center
LSA—Logistics Support Analysis
MAJCOM—Major Air Command
MANPER-B—Manpower Personnel Subsystem Base Level
MANPER-M—Manpower Personnel Subsystem MAJCOM Level
MEFPAK—Manpower and Equipment Force Packaging System
MOA—Memorandum of Agreement
MOU—Memorandum of Understanding
MPF—Military Personnel Flight
NCOIC—Non-Commissioned Officer In Charge
NDU—National Defense University
NGB—National Guard Bureau
OIC—Officer in Charge
OPORD—Operations Order
OPLAN—Operations Plans
OPR—Office of Primary Responsibility
P-Plan—Programming Plan
PAFSC—Primary Air Force Specialty Code
PCS—Permanent Change of Station
POC—Point of Contact
POD—Port of Debarkation
POE—Port of Embarkation
POM—Primary Objective Memorandum
UTC—Unit Type Code
R&M—Reliability and Maintainability
SITREP—Situation Report
SON—Statement of Operational Need
SORD—Statement of Operational Requirements Design
SOW—Statement of Work
TDY—Temporary Duty

TUCHA—Type Unit Characteristic

TPFDD—Time Phased Force Deployment Data

TPFDL—Time Phased Force Deployment Listing

UIF—Unfavorable Information File

UNAAF—Unified Action Armed Forces

WCDO—War Consumables Distribution Objective

WMP—War and Mobilization Plan

WRM—War Reserve Materiel

WWMCCS—Worldwide Military Command and Control System

Attachment 2
EVALUATION SHEET

Applicant name: _____

Date of interview: _____

APPEARANCE: SAT.____ UNSAT.____ NOT OBSERVED ____

ATTITUDE: SAT.____ UNSAT.____ NOT OBSERVED ____

WRITING ABILITY: SAT.____ UNSAT.____ NOT OBSERVED ____

SPEAKING ABILITY: SAT.____ UNSAT.____ NOT OBSERVED ____

PERSONNEL RECORDS: SAT.____ UNSAT.____ NOT OBSERVED ____

SUPERVISOR COMMENTS: SAT.____ UNSAT.____ NOT OBSERVED ____

OVERALL RATING: SAT.____ UNSAT.____ NOT OBSERVED ____

CERTIFICATION

An interview has been conducted using the criteria above. The individual is or is not recommended for retraining.

REMARKS

Note: Provide rationale for recommending approval or disapproval.
Your comments will be used by others as they review the application.

Interviewer's Signature Date

Attachment 3

SAMPLE DAILY BULLETIN NOTICES

LOGISTICS PLANS NEEDS PEOPLE. The Air Force Logistics Plans specialty is seeking qualified enlisted people to retrain into the Logistics Plans specialty, AFSC 2G0X1. Personnel with a good background and in a balanced or overage AFSC, in grades SrA through MSgt, preferably with less than 16 years of service are prime candidates. For more information, call Anywhere AFB, Logistics Plans office, TSgt Smith, extension 123-4567.

THINKING ABOUT RETRAINING? Have you considered the Logistics Plans specialty (2G0X1)? Do you know the assignment pattern for personnel who successfully complete the Logistics Plans course. If you are interested, call SMSgt Doe, extension 234-5678

INTERESTED IN RETRAINING? How about a challenging job with good overseas and CONUS locations? The Air Force Logistics Plans specialty (AFSC 2G0X1) offers these opportunities. Qualifications are: minimum five (5) skill level in a Logistics related AFSC (waivers will be considered for non-related AFSCs), minimum Airman Qualification Examination (AQE)/Armed Services Vocational Aptitude Battery (ASVAB) score of 61, U S Citizen, Secret Clearance, and a sincere desire to help the Air Force improve its readiness posture. For more information, contact MSgt Smith, extension 345-6789.

LOGISTICS PLANS---A CHALLENGING CAREER: The Logistics Plans specialty is continually seeking enlisted personnel to volunteer for duty as a Logistics Planner (AFSC 2G0X1). Interested personnel should contact Major Smith, extension 234-4567.

ATTENTION!! Enlisted Personnel Interested in an AFSC with Unlimited Opportunities: You can have a challenging and rewarding military job and be confident you are developing job security for the future. CMSgt Smith from HQ MAC Directorate of Logistics Plans will be available on 23 January 19XX at the Logistic Building 2222, between the hours of 0800 and 1600 to discuss your qualifications and opportunities for retraining into the Logistics Plans specialty. A wide range of assignment locations is available.

LOGISTICS PLANS (2G0X1) OPENINGS! There are currently twenty openings for qualified NCOs in the Logistics Plans AFSC. If you are above average and have a desire to excel, you may qualify for an excellent career opportunity in this exciting specialty. Interested? Call Capt Smith, extension 234-5678.

Attachment 4

SAMPLE BULLETIN BOARD NOTICE

*** ATTENTION SHARP NCOs ***

If you're interested in retraining, see us FIRST. We're a, close-knit unit with plenty of opportunity for personal growth, job satisfaction and recognition. If selected to join us, you'll be part of a hand-picked team. Our members gain experience by working with the highest levels of management. We learn about every function in the Air Force through day-to-day association. The challenges and opportunities associated with this type of work are unparalleled in the Air Force. Another benefit of this career field is that there are excellent opportunities for assignments. Nearly every base has a Logistics Plans Office. Logistics Planners are assigned worldwide from wing to HQ USAF level. Opportunities exist for assignments to many overseas areas at major installations. We'll teach you our business in a technical school then let you gain practical experience directly under an officer, NCO or civilian supervisor. You'll soon find yourself fully qualified and performing logistical functions on your own. If you're a highly motivated and sharp NCO, give us a chance to meet you by contacting CMSgt Dow at extension 222-2222.

Attachment 5

SAMPLE RECRUITING LETTER

TSgt Sally A. Doe, USAF
1234 Training Squadron
Anywhere AFB, Your State 99999-9999

Dear Sgt. Doe,

Would you like to....

Have a job where you can use your education?

Help the Air Force improve its readiness posture?

Develop valuable management skills?

If you answered "yes" to any of these questions, we may have a job for you.

The Logistics Plans specialty is looking for well-educated, highly motivated individuals interested in retraining into a challenging field. People in the Logistics Plans community are responsible for such programs as War Reserve Materiel (WRM) Management, Support Agreements, and Deployment Planning, to name a few. In this environment, your career is limited only by your own creativity.

We recently completed an extensive review of potential candidates for the Logistics Plans Specialty. You are one of the NCOs here at Anywhere AFB who possesses all the attributes of a super achiever. We would like to talk to you about the opportunities we can offer. If you are interested and would like more details, please call me at extension -3456. We will set up an appointment for you to come in and discuss your future as an Air Force Logistics Planner.

Sincerely,

Commander's Signature Block

Attachment 6

RECOMMENDED SELF-INSPECTION GUIDE FOR INTERVIEWING PROSPECTIVE LOGISTICS PLANS PERSONNEL (AFSC 2G0X1)

A6.1. Your guide should include but not be limited to name, grade, organization, date arrived station (DAS), Primary Air Force Specialty Code (PAFSC), date of rank (DOR), total active federal military service (TAFMS), and date of interview.

A6.2. Has the prospective candidate contacted the MPF Customer Service Section for confirmation of retraining eligibility per the Air Force Retraining Advisor (see AFI 36-2108).

A6.3. Have you reviewed the candidate's personnel records to determine suitability for retraining?

A6.3.1. Rank, DOR, Total Active Federal Military Service Date (TAFMSD).

A6.3.2. Current and Secondary AFSCs (Logistics Related?).

A6.3.3. AQE and ASVAB score (see AFI 2108). If member does not possess qualifying score, advise member of the opportunity to retake the test by contacting the education center.

A6.3.4. Past assignments/duties (Logistics Related?).

A6.3.5. Education (Professional Military Education, college, etc.).

A6.3.6. Enlisted Performance Reports (EPRs) (Review all EPRs using the Whole Person Concept).

A6.3.7. Unfavorable Information File (UIF)

A6.3.8. Courts Martial

A6.3.9. Lack of OJT progress

A6.3.10. Weight Control Program.

A6.3.11. Financial Irresponsibility.

A6.3.12. Failure to meet dependent care responsibility.

A6.3.13. Drug or alcohol abuse.

A6.3.14. Not recommended for promotion.

A6.3.15. Military bearing and appearance.

A6.3.16. Medically capable.

A6.3.17. Secret Clearance.

A6.3.18. U S citizen.

A6.3.19. Awards, decorations and special recognition

A6.4. Conduct the interview in a private atmosphere to encourage the open exchange of comments. Put the candidate at ease. Be consistent in your approach to all candidates regardless of their race, sex, age. Ask basically the same questions of each candidate and take short notes. Discuss specifically:

A6.4.1. Current job.

A6.4.2. Past Assignments

A6.4.3. Reason for retraining

A6.4.4. Education and training

A6.4.5. Hobbies

A6.4.6. Future plans

A6.4.6.1. Career

A6.4.6.2. Education

A6.4.6.3. Assignments (willingness to relocate if necessary)

A6.4.6.4. Retirement/separation (eligible or considering)

A6.4.6.5. Special written or verbal communication in current work environment

A6.4.6.6. Knowledge of Logistics Plans field.

A6.5. Retraining candidates must possess a better than average ability to speak and write effectively. Pay particular attention to speaking ability, i.e., clear, distinct, coherent.

A6.6. Judge the candidate's ability to work with people of all ranks and at all organizational levels.

A6.7. Inform the candidate of the required training at the 2G0X1 Technical School and ask, if he or she is approved for retraining, anticipates a potential personal or family problem with the TDY for training. Suggest reading AFI 36-2129 to familiarize them with the career field.

A6.8. You should talk to current or past supervisors or commanders for further information on the candidate's qualifications.

A6.9. Explain the Logistics Plans field to candidate using AFI 36-2108 extracts for AFSC 2G0X1 (Do not expect the candidate to read the extract and gain an understanding of what we do...EXPLAIN IT).

A6.10. Explain:

A6.10.1. Training

A6.10.1.1. 3-level: Formal School Attendance, Course G3ALR2G031, 5 Weeks, Lackland AFB, TEXAS.

A6.10.1.2. 5-level: OJT via CDC 2G051

A6.10.1.3. 7-level: Formal School Attendance, Course G3ALR2G071 2 weeks, Lackland AFB, TEXAS. (May be Combat Plans Institute in the future at Maxwell AFB, AL)

A6.10.1.4. 9-level: Via promotion to SMSgt, Satisfactory completion of Senior NCO Academy in-residence and recommendation of commander or supervisor.

A6.10.1.5. CEM Code 2G000: Promotion to E-9.

A6.10.1.6. Be honest and straight forward with prospective retrainees. Don't attempt to embellish the career field to make it more attractive - don't risk having people become dissatisfied later because they were "sold a bill of goods."

A6.11. The process application process:

A6.11.1. After the interview, the interviewer prepares a letter of recommendation for approval or disapproval. It is sent to the MPF, Classification and Training Section.

A6.11.2. MPF, Classification and Training Section assembles and sends the necessary paperwork to the applicable MAJCOM for review and recommendation.

A6.11.3. MAJCOM Classification and Training Section coordinates the retraining package with the MAJCOM personnel resource managers (current AFSC and 2G0X1) and MAJCOM functional managers.

A6.11.4. The MAJCOM functional manager (2G0X1) will accomplish a desk top review of all applications using the same criteria (checklist) used at base level. Once the review is complete, the package will be returned to MAJCOM/DPAT with a recommendation for Approval or disapproval.

A6.11.5. If the MAJCOM recommends approval of the application, the package is sent to HQ AFMPC for further review only if waivers are requested. Otherwise applications will be updated in the personnel system.

A6.11.6. HQ AFMPC processes the application in basically the same manner as the MAJCOM. This is the point when any waiver request (AQE or ASVAB, AFSC, etc.) will be reviewed. HQ AFMPC makes the final decision on approval or disapproval of the application. Once the application is approved, HQ AFMPC will assign a class date.

A6.11.7. After the class dates are assigned, AFMPC/DPMRAD1 will order an assignment for the retrainee.

A6.11.8. The local MPF, Classification and Training Section will inform the retrainee when the retraining application is approved or disapproved and when the formal training class starts and finishes, as appropriate.

A6.11.9. This process can take 4 to 5 weeks. The process can take longer depending on the waivers, medical boards, computer downtime, etc. Please ask the candidate to be patient. Keep in mind that every application is fully reviewed by all concerned parties.

A6.12. Post Interview Letter of Recommendation: After the interview, prepare a letter recommending approval or disapproval. Stress good or bad aspects. Do not shy away from recommending disapprovals. The system depends on your good judgment. An unqualified or incapable person can be detrimental to a unit, the specialty, and himself or herself if allowed to retrain. Ensure your letter is specific and factual when recommending approval or disapproval.

Attachment 7

SUGGESTED QUESTIONS FOR A RECRUITING INTERVIEW

What were your previous assignments?

What awards, decorations, and special recognition have you earned?

What are you most proud of having accomplished?

What ratings did you receive on your last three EPRs?

To what, in your personal character, would you attribute your success up to this point in your life?

What do you like doing most? In work? In your personal life?

Have you completed any college or higher education courses?

Did you enjoy writing reports when you were in school?

How did you learn about the Logistics Plans specialty?

Why do you want to retrain into the Logistics Plans field?

Why do you want to leave your current field?

What are your personal goals?

Do you have any military or civilian experience related to logistics?

How do you feel about working with people of all ranks and at all organizational levels?

Do you anticipate a potential personal or family problem with the TDY to the 2G0X1 Logistics Plans 3 level class if approved for retraining?

NOTE:

THESE QUESTIONS ARE FURNISHED AS A GUIDE FOR OBTAINING THE TYPE OF INFORMATION THAT SHOULD PROVE HELPFUL IN EVALUATING THE PROSPECTIVE RETRAINEE.

As the interviewer, you should control the pace of the interview remembering that your objective is to acquire information which supplements the information already available from the candidate's file. Get a good perspective on why the candidate wants to change career fields. Determine if he or she has the motivation necessary to be trained in the career field and to perform competently after receiving that training.